

Copilot Training

Prompt-along-athon



Agenda

What is Microsoft Copilot?

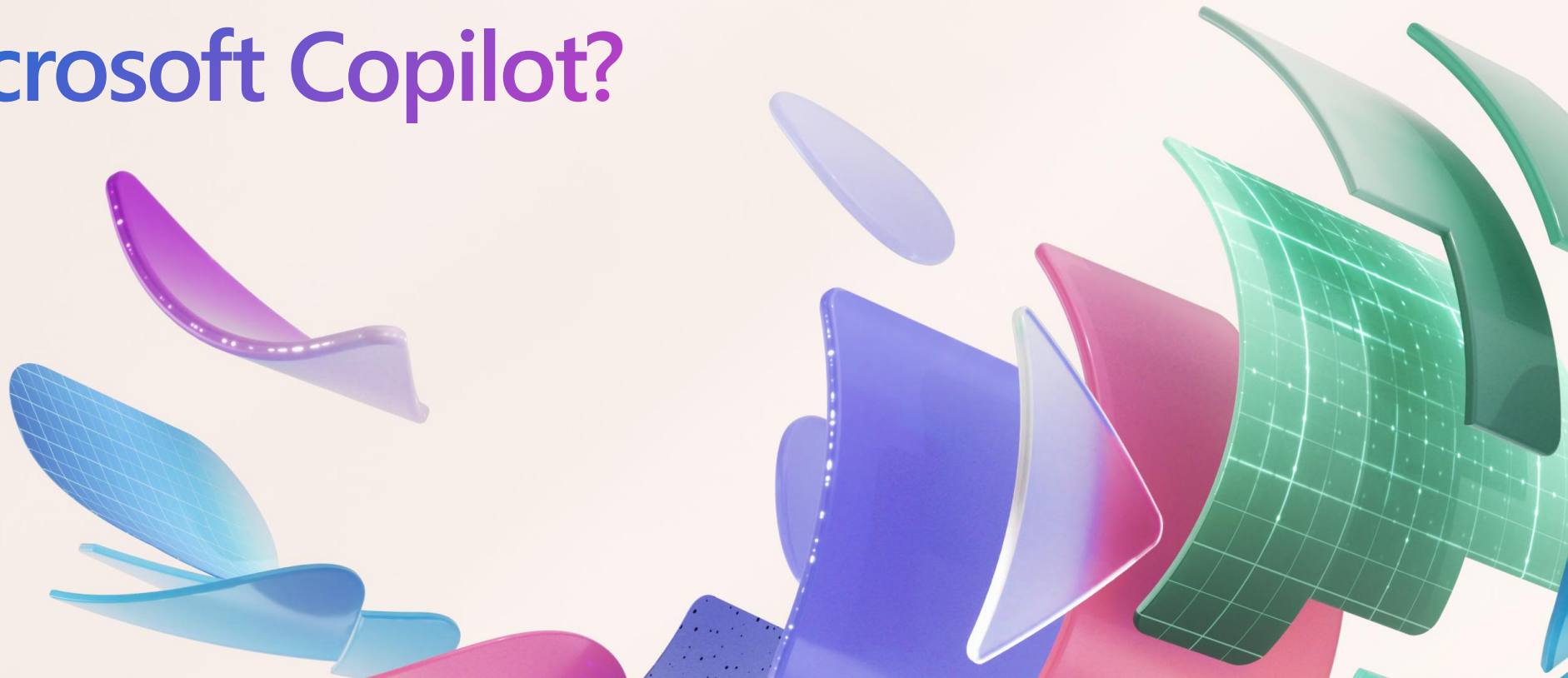
How can Copilot help me?

The Art of Prompting

Prompt-along



What is Microsoft Copilot?



What is Microsoft Copilot?

Microsoft Copilot is a **Generative AI** powered assistant designed to help you with a wide range of tasks. It leverages advanced AI models, like GPT-4, to provide support in various areas such as productivity, information retrieval, and creative projects. Here are some key features:

- Productivity Assistance:** Helps with tasks like drafting emails, creating documents, and managing schedules.
- Information Retrieval:** Provides answers to questions, finds information online, and summarizes content.
- Creative Support:** Assists with brainstorming ideas, writing content, and even generating images.

It's designed to be a versatile tool that adapts to your needs, making your work and daily tasks easier and more efficient.

What is Generative AI?

Generative AI refers to a type of artificial intelligence that can create new content, such as text, images, music, and more. It uses machine learning models to generate data that mimics the patterns and structures of the input data it was trained on. Here are some key points about generative AI:

- Content Creation:** It can produce original text, artwork, music, and even videos. For example, GPT-4 can write essays, stories, and code.
- Data Augmentation:** It can generate synthetic data to augment real datasets, which is useful in training other AI models.
- Personalization:** It can create personalized content, such as custom recommendations or tailored marketing messages.
- Innovation:** It helps in brainstorming and developing new ideas by generating creative solutions.

Generative AI is widely used in various fields, including entertainment, marketing, and research, to enhance creativity and efficiency.

Explain that in simpler terms

Generative AI is a type of artificial intelligence that can create new things, like text, images, or music. Here's a simpler breakdown:

- **Makes New Stuff:** It can write stories, draw pictures, compose music, and more.
- **Helps with Data:** It can create extra data to help train other AI systems.
- **Personalizes Content:** It can make custom recommendations or messages just for you.
- **Sparks Creativity:** It helps come up with new ideas and solutions.

Think of it as a creative assistant that can generate original content based on what it has learned.

Microsoft Copilots

Bing



Better Q&A and task completion

Edge



Better interaction with web content

Copilots for Web

M365 Copilot

Word



Better reading and writing assistance

Outlook



Better e-mail management

Excel



Better data analysis

PowerPoint



Better presentations

Teams



Better Meetings



Better knowledge management

Copilots for Productivity

Windows Copilot



Better interaction with OS, apps, and files

Copilot for Everyday

Dynamics Copilot



Better sales and customer support

Copilots for Business

Fabric Copilot



Better data analytics and business intelligence

Copilots for Analytics

Security Copilot



Better threat detection, identification, and mitigation

Copilot for Security

GitHub Copilot



Better code development


Copilot for Development

Power Platform Copilot



Better creation of apps, workflows, and agents

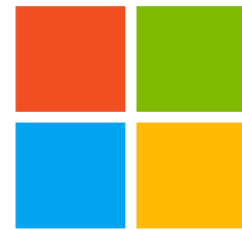
Copilot for Low/No Code Development



How can Copilot
help me?

Easy Things to do
with

Copilot



Microsoft

Search

hotels in london for under \$100

google.com/search?q=hotels+in+london+for+under+%24100+per+night&scas_esv=0da12726fba0ca1f&ei=e5Z-Z-OvM7fSp84PsOyquQg&ved=0...

hotels in london for under \$100 per night

All

Images

Forums

Shopping

News

Maps

Videos

More

Tools

Luxury

Top rated

Sponsored · See hotels in london for under \$100 per night

London, United Kingdom · Jan 8 – 9

Holiday Inn Express...

\$81

Holiday Inn Ex...

4.3 ★ (2.7K)

Holiday Inn London -...

\$88

Holiday Inn Lo...

3.8 ★ (4.6K)

easyHotel London Sou...

\$48

Expedia.com

3.3 ★ (598)

City London Hotel

\$81

Booking.com

3.9 ★ (580)

InterContinental London - the...

\$205

InterContinental...

4.5 ★ (5.3K)

»

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KAYAK

https://www.kayak.com

Hotels from \$67/night | Family Suites In London

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Hilton

https://www.hilton.com

Hilton Hotels In London - Sale Now On - Save Up To 20%

✓ Business identity verified — Explore Somewhere New & Make Your Stay In London Memorable With Hilton. Book Now...

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trivago

https://www.trivago.com › cheaphotels › comparison

Cheap Hotels in London

Save Time & Money — Cheap Hotels London - Search, Compare and Save with trivago™! The Ideal Hotel at a Great...

Hotels | London, UK

Wed, Jan 8

Thu, Jan 9

2

Under \$100

For tonight

Top-rated

Budget options

Luxury sta

Notting Hill Gate Hotel

\$48

3.4 ★★★★★ (543) · 3-star hotel

GREAT DEAL 49% less than usual

Warm rooms & in Victorian townhouse

Copilot

hotels in london for under 100...

Work

Web

New chat

...

hotels in london for under 100 per night

Copilot

Here are some options for hotels in London that you can find for under \$100 per night:

1. **London Stay Apartments** - Located in Bermondsey & Southwark, these self-catered apartments offer double rooms from around \$75 per night. They come with free WiFi, a private bathroom, and a kitchenette ¹.

2. **Haverstock Hotel** - Situated in Camden, this boutique hotel offers rooms starting at \$80 per night. It features a small kitchen and free WiFi ¹.

3. **Travelodge City Road** - A budget-friendly option with double rooms and king-sized beds for as little as \$67 per night. It's located close to the Barbican, Shoreditch, and Clerkenwell ¹.

4. **Snoozebox** - Located in Olympic Park and Canary Wharf, this adults-only accommodation offers a no-frills place to stay for a night or two ¹.

5. **Hampton By Hilton London Docklands** - Another great option with affordable rates and good amenities ¹.

These options should help you find a comfortable and budget-friendly place to stay in London. Do you have any specific preferences or areas in London you're interested in?

1

Best Places to Stay in Lon...

Edit in Pages

Copy

AI-generated content may be incorrect

What are the amenities at these hotels?

Can you find hostels in London under \$50?

Are there any reviews for these hotels?

View prompts

Ask me anything...

8

Search

← → ↺

google.com/search?q=hotels+in+london+for+under+%24100+per+night+near+piccadilly+circus&sca_esv=0da12726fba0ca1f&ei=Cpd-Z5rYJJ_h...

☆ 📌 👤 ⋮

hotels in london for under \$100 per night near piccadilly circus

✕ 🔊 🔄

⚙️ ⋮

Sign in

All Maps Forums Images Shopping Web News More ▾

Tools

5 starLuxuryTop rated

Sponsored · See hotels in london for under \$100 per night near piccadill...

London, United Kingdom · Jan 9 – 10

Zedwell Piccadilly...

\$111

Booking.com

4.1 ★ (7K)

Hyde Park Court Hotel

\$57

Expedia.com

2.9 ★ (326)

City London Hotel

\$69

trivago.com

3.9 ★ (580)

Hilton London Hyde Park

\$160

Hotels.com

4.0 ★ (1.3K)

The Londoner Hotel

\$514

The Londoner ...

4.5 ★ (1.4K)

»

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Expedia
https://www.expedia.com/ ⋮

Hotels near Piccadilly, London | Stays from \$72

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Best Hotels Piccadilly Circus - Hotels from \$67/day

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Hotels near Piccadilly Circus - Check Out Our Amazing Deals

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Hotels | Piccadilly Circus, London, UK ⋮

📅 Thu, Jan 9

📅 Fri, Jan 10

👤 2 ▾

✓ Under \$100

Top-rated

Budget options

Luxury stays

Free cancell. ▸

Zedwell Piccadilly Circus

\$81

4.1 ★★★★★ (7K) · 3-star hotel

GREAT DEAL 30% less than usual

🗨️ "I only stayed for one night and it was perf..."

Copilot
hotels in london for under 100...

WorkWeb

+ New chat

🛡️ ⋮ 🗑️

hotels near piccadilly circus for under \$100 per night

Copilot

Finding hotels near Piccadilly Circus for under \$100 per night can be challenging due to the central location and high demand. However, here are a few budget-friendly options that are relatively close and might fit within your budget:

1. YHA Oxford Street Hostel - Located in Soho, this hostel offers both private and shared rooms. It's a colorful spot with a youthful vibe and prices starting around \$52 per night ¹.

2. Astor Museum Hostel - Situated in Bloomsbury, this hostel is right across from the British Museum. It offers budget-friendly accommodations with prices starting at \$89 per night ¹.

3. Ridgemount Hotel B&B - Also in Bloomsbury, this charming B&B offers doubles from \$100 per night. It's a great option for those looking for a traditional B&B experience ¹.

These options should help you find a comfortable and affordable place to stay near Piccadilly Circus. If you have any specific preferences or need more options, feel free to let me know!

1 🌐 Cheap hotels near Piccadil...

Edit in Pages

📄 Copy

🔗

👍

👎

AI-generated content may be incorrect

What amenities do these hostels offer?

Can you find more hotels under \$100?

Are there any reviews for YHA Oxford Street?

🗨️ View prompts

Ask me anything...

🔗 ➤

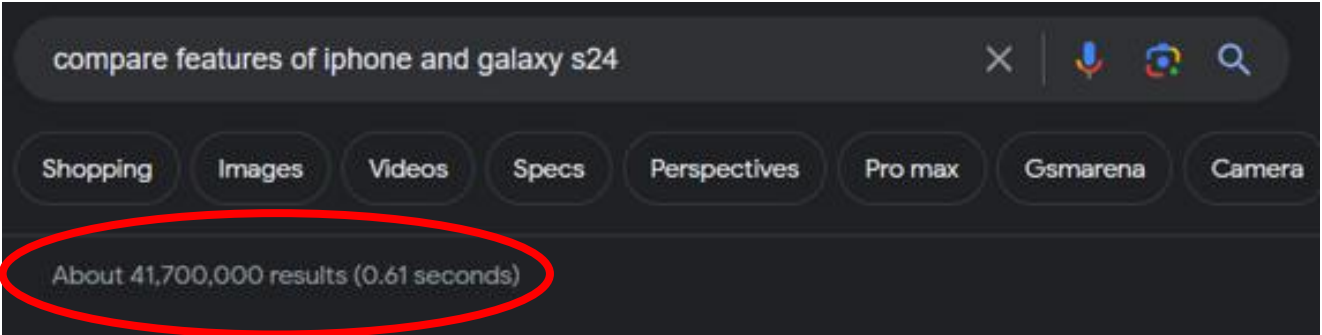
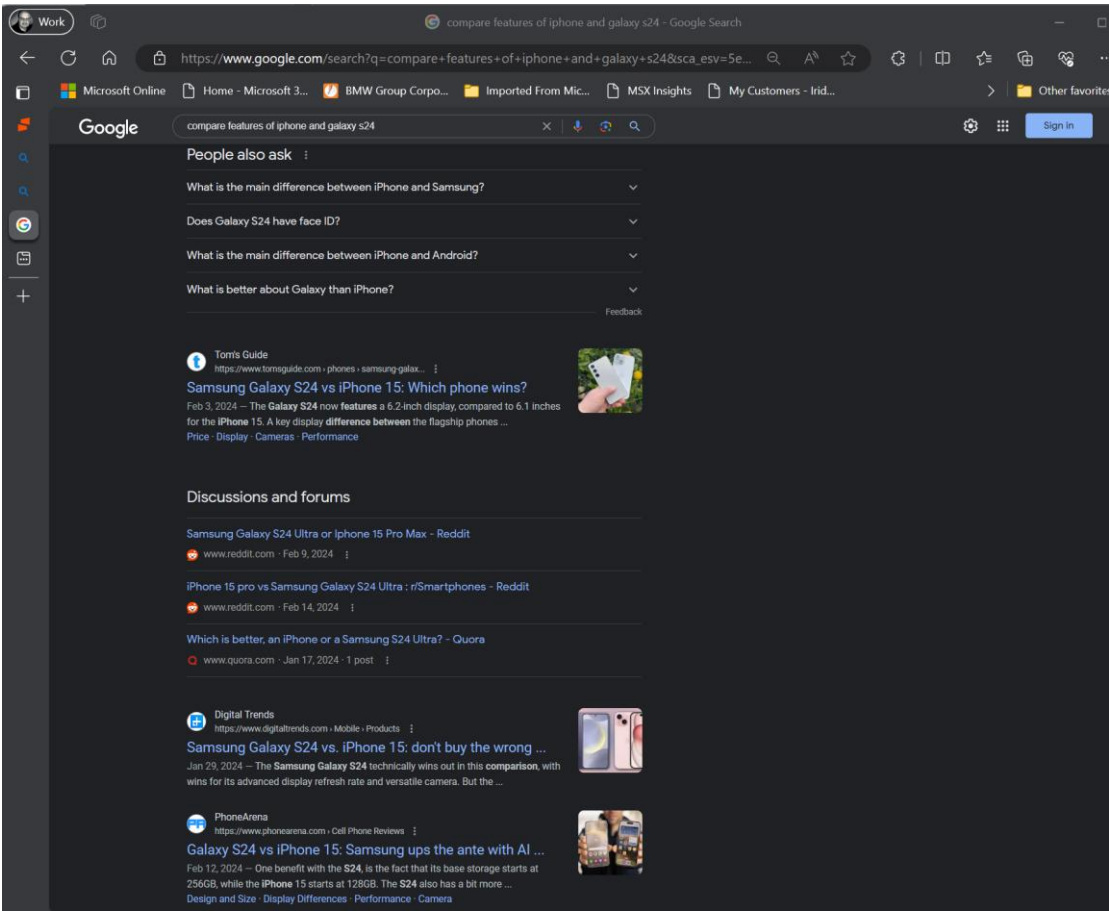
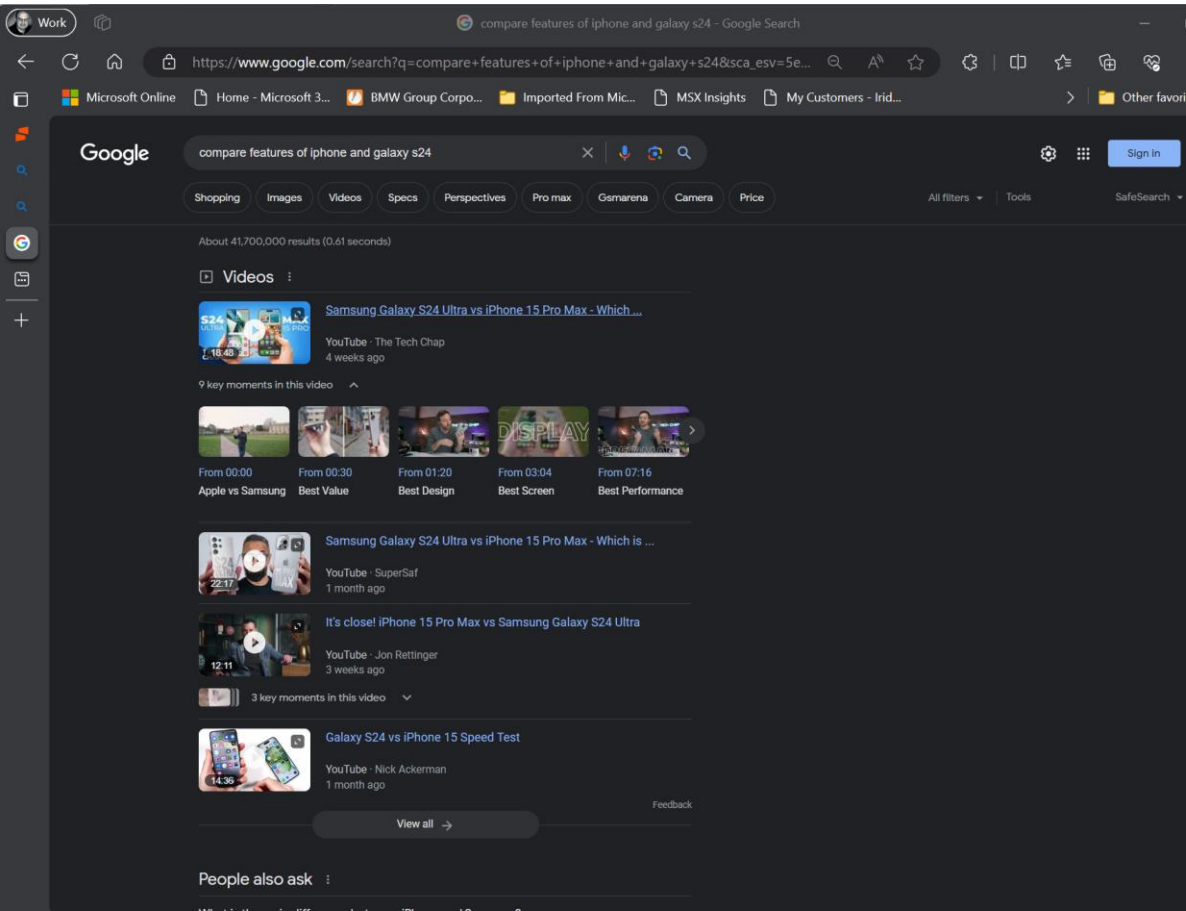
9

Why use Copilot instead of a search engine? – I asked Copilot!

1. **Conversational Interaction**: I provide answers through a conversational interface, making it easier to ask follow-up questions and get more personalized information without having to sift through multiple search results.
2. **Task Completion**: Beyond just answering questions, I can help you with tasks like generating content, brainstorming ideas, summarizing information, and even coding. My capabilities extend beyond simple information retrieval.
3. **Engagement & Personality**: With me, you'll get a friendly and engaging conversation that includes humor, empathy, and a touch of personality, making your interaction more enjoyable.
4. **Context Awareness**: I can remember the context of our conversation, so you don't have to repeat yourself. This helps in providing more accurate and relevant information based on our previous interactions.
5. **Varied Capabilities**: I can generate images, understand uploaded files, and perform web searches when needed, making me a versatile assistant for a wide range of tasks.

Research

Compare the features of the iPhone and Galaxy S24



Before
Copilot

Research

Compare the features of the iPhone and Galaxy S24

Copilot for Web - Copilot

Microsoft Bing

SEARCH

WorkWeb

NOTEBOOK

drowe@micr...

Protected

You

Compare features of iphone and galaxy s24. put the results in a table

Copilot

Your personal and company data are protected

Certainly! Let's compare the features of the **iPhone 15** and the **Samsung Galaxy S24**. Below is a table summarizing their specifications:

Table

Feature	iPhone 15	Samsung Galaxy S24
Starting Price	\$799	\$799
Display Size & Resolution	6.1-inch OLED (2556 x 1179)	6.2-inch AMOLED (2340 x 1080)
Display Brightness & Refresh Rate	60Hz	1-120Hz adaptive refresh rate
Processor	A16 Bionic	Snapdragon 8 Gen 3 (North America) / Exynos 2400 (Elsewhere)
RAM	6GB	8GB
Storage Options	128GB, 256GB	128GB, 256GB
Rear Cameras	48MP main (f/1.6), 12MP ultrawide (f/2.4)	50MP main (f/1.8), 12MP ultrawide (f/2.2), 10MP telephoto (f/2.4) with 3x optical zoom
Front Camera	12MP (f/1.9)	12MP (f/2.2)
Battery Size	3,349 mAh	4,000 mAh
Battery Life	11 hours 5 minutes	13 hours 28 minutes
Charging Speed	20W	25W
Size (inches)	5.81 x 2.82 x 0.31	5.79 x 2.78 x 0.30
Weight (ounces)	6	5.93
Colors Available	Pink, yellow, blue, black, green	Sandstone orange, sapphire blue, cobalt violet, jade green, marble gray, onyx black, amber yellow

Both phones are excellent choices, and your decision may depend on your ecosystem preference and specific needs. The iPhone 15 offers a bright display and impressive camera improvements, while the Galaxy S24 introduces Galaxy AI features and a larger battery. Ultimately, it's a close battle between these two flagship devices!

Learn more

1

youtube.com

2

youtube.com

3

youtube.com

4

tomsguide.com

5

versus.com

6

phonearena.com

Ask me anything...

0/2000

Feedback

With
Copilot

The Art of Prompting



1 Keep it simple and Conversational

Using everyday language and a friendly tone helps Copilot understand your intent clearly.

Imagine you're chatting with a helpful friend over coffee.

2 Be Specific and Actionable

Clarity is key. Clearly state what you want Copilot to do.

Instead of vague requests, provide specific tasks or outcomes.

3 Know what to avoid when creating a prompt

Over-complication. Avoid conflicting instructions or overly complex prompts.

Assumptions. Don't assume Copilot has the context from previous interactions unless within the same session.

4 Understand Copilot's limitations

- **Break down complex tasks.** Simplify tasks for Copilot by breaking them down into smaller, manageable steps.
- **Optimize for repetition.** Use Copilot for repetitive tasks to save time and effort.
- **Random responses.** Responses you get from Copilot are random. Using the exact same prompt multiple times can result in different responses.

5 Be polite

Using polite language sets a tone for the response. Generative AI also mirrors the levels of professionalism, clarity, and detail in the inputs you provide.

6 Be curious

Experiment! Explore different prompt structures and approaches.

Curiosity fuels creativity and helps you discover Copilot's capabilities.

7 Test and Refine:

Like any collaboration, **iterate**.
Adjust prompts based on results.

Test variations, observe outcomes, and fine-tune your approach.

Things to know about Prompting

Being verbose is better but you don't need to get the prompt right the first time.

Copilot is conversational and remembers context, so you can always build your prompts until you get what you want.

You can ask Copilot to combine all your prompts into a new prompt if you want to ask it the same things again at another time.

Ask Copilot for feedback – does it need any more info?

Experiment – you can't break anything!

The art and science of prompting

1. Tell Copilot what you need

Prompts are how you ask Copilot to do something for you — like creating, summarizing, editing, or transforming.

Think about prompting like having a conversation, using plain but clear language and providing context like you would with an assistant.

Learn about projects and concepts:

"What is [Project X] and who are the key stakeholders working on it?"

Edit text:

"Check this product launch rationale for inconsistencies."

Transform documents:

"Transform this FAQ doc into a 10-slide onboarding guide."

Summarize information:

"Write a session abstract of this [presentation]."

Create engaging content:

"Create a value proposition for [Product X]."

Catch-up on missed items:

"Provide a summary of the updates and action items on [Project X]."

Recap a meeting



- ➔ Draft an email with notes and action items from **meeting**

Summarize an email thread



- ➔ Click on the Summarize icon

Draft an email



- ➔ Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.

Summarize a document



- ➔ Give me a bulleted list of key points from **file**



How can **Copilot** help you with your work?

Tell me about a topic/project



- ➔ Tell me what's new about **topic** organized by emails, chats, and files?

Give me some ideas for ...



- ➔ Suggest 10 compelling taglines based on **file**

Help me write...



- ➔ Generate three ways to say [x]

What did they say ...



- ➔ What did **person** say about **topic**



How can we improve these prompts to make them more effective?

The art and science of prompting

2. Include the right prompt ingredients

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

Goal

What
response do
you want
from
Copilot?

Context

Why do
you need it
and who is
involved?

Source

Which
information
sources or
samples
should Copilot
use?

Expectations

How should
Copilot
respond
to best meet
your
expectations?

The art and science of prompting

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

2. Include the right prompt ingredients

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

Generate 3-5 bullet points to prepare me for a meeting with Client X to discuss their "Phase 3+" brand campaign. Focus on Email and Teams chats since June. Please use simple language so I can get up to speed quickly.

Which information sources or samples should Copilot use?

Source

How should Copilot respond to best meet your expectations?

Expectations

Example of GCSE framework

Try the following two prompts using Copilot in Word and compare the responses you get.

Which prompt gave you a richer and more concise blog post draft?

- Prompt 1:* Write a job description for a senior project manager
- Prompt 2:* Generate a comprehensive job description for a senior project manager focused on technical project management for consumer electronic hardware. This role is urgent, and the candidate will join a dynamic team. Reference our company's standard specs and industry norms. The description should be concise, max two pages, including responsibilities, qualifications.

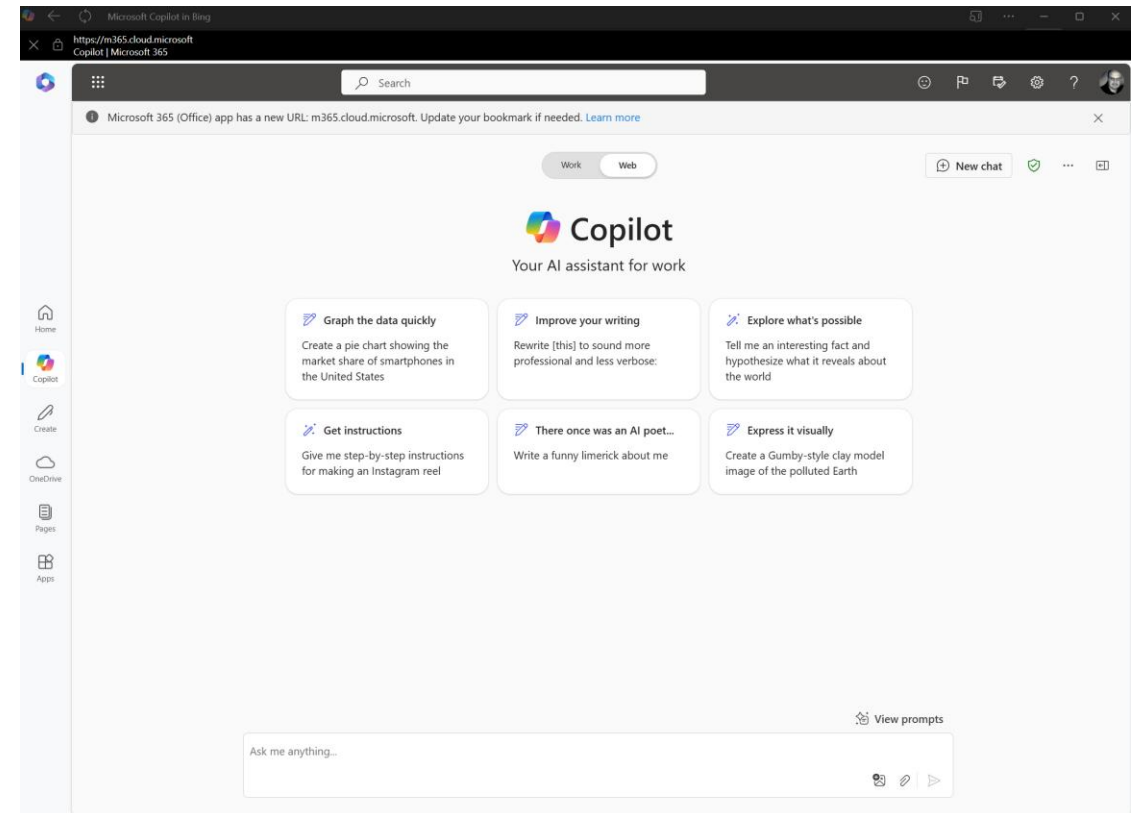
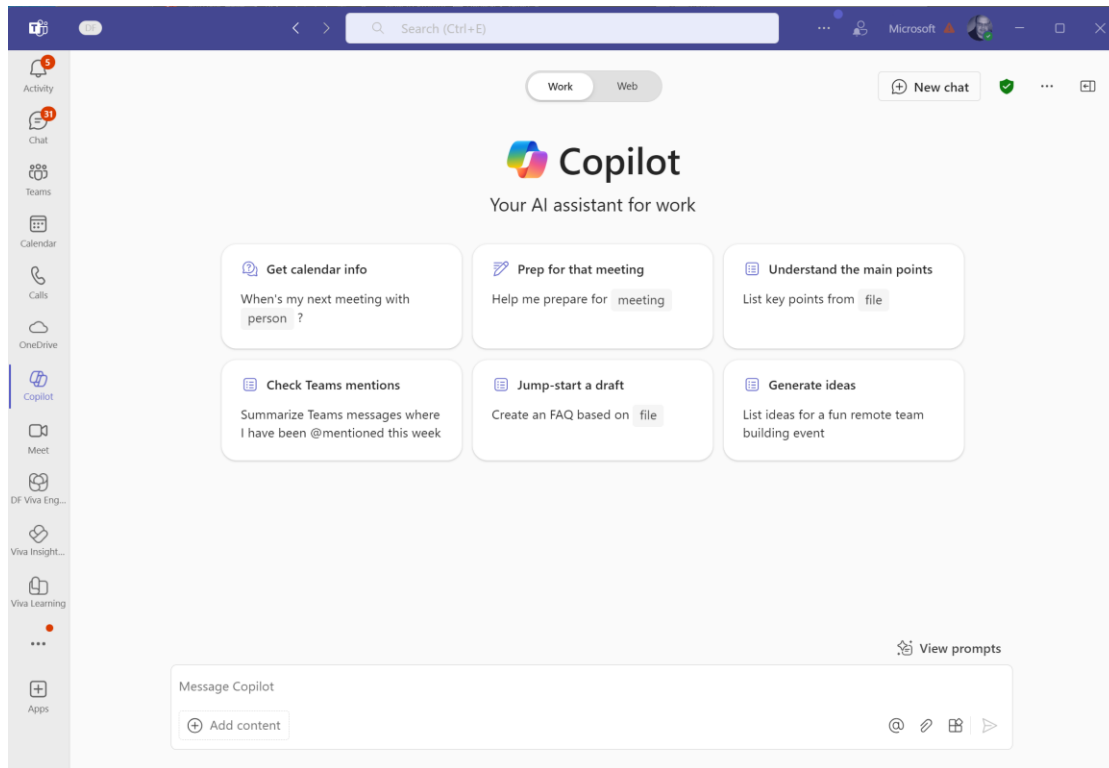
Goal

Context

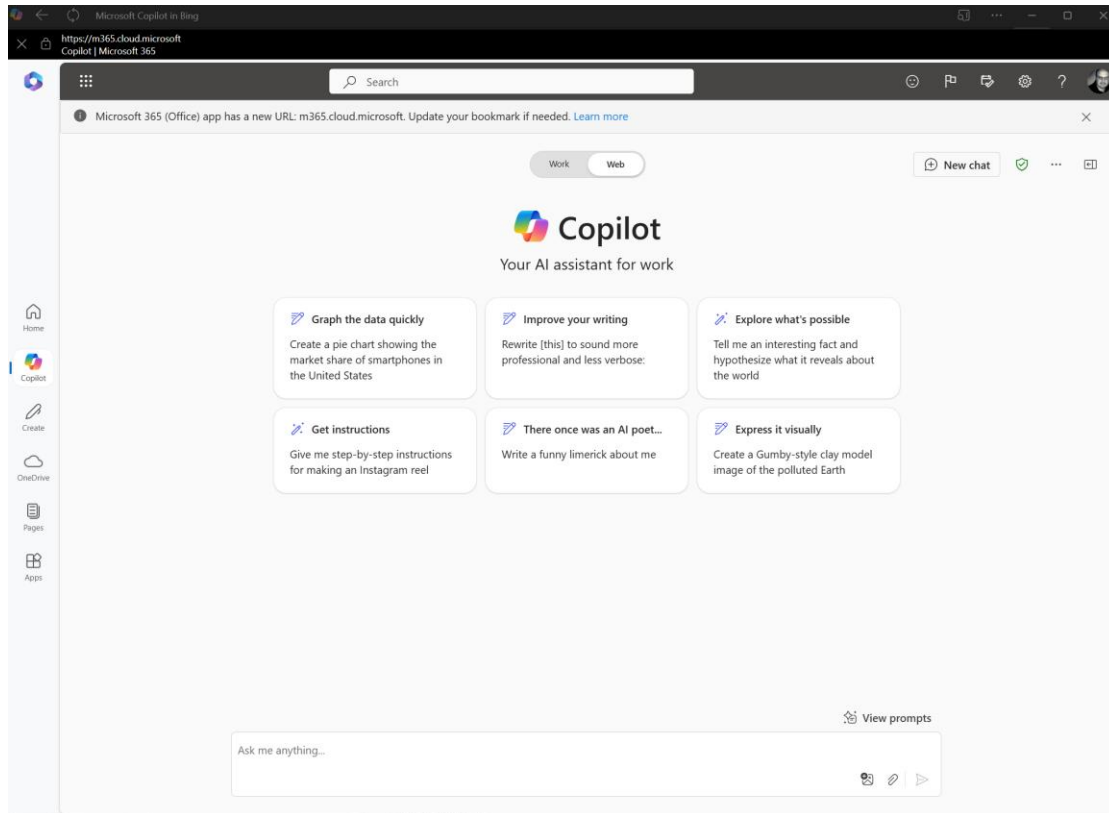
Source

Expectations

Where can you access Copilot?



Copilot for Web and Copilot for Work – What's the difference?



Copilot for Web

Accesses information in the Internet, using GPT4o and Bing

Copilot for Work

Accesses information **that you have access to** in your Microsoft 365 account including:

- Email
- Teams Messages and Meetings
- Files in OneDrive
- Files in SharePoint
- Files shared with you

Prompt-along

<https://m365.cloud.microsoft/chat>

<https://copilot.microsoft.com>

Learning



I am learning about history. Give me 5 multiple choice questions about Henry VIII. Give me one question at a time and don't give me the next question until I answer the previous one. Don't give me the answers until the end of the quiz. Score the quiz at the end.

Image Generation



Funko figure of a male with a bald head and stubble beard, smiling, called DARRYL ROWE, wearing a white Microsoft logo t-shirt, a canary yellow vest, black ripped jeans and white adidas trainers with black stripes, and metal frame spectacles. The Funko is displayed inside and outside a limited edition blue and white Funko box with MICROSOFT text and logo, allowing visibility of the figure, typography, 3D render. White background

Research



Looking for a new electric car with a budget of \$60,000. Requirements: Range > 300 miles, seating for 5 people. Give a detailed comparison of specs, including cargo space. Put the results in a table.

Planning



I am learning about history. Give me 5 multiple choice questions about Henry VIII. Give me one question at a time and don't give me the next question until I answer the previous one. Don't give me the answers until the end of the quiz. Score the quiz at the end.

Fun



I am going on the TV show "Who Wants to Be a Millionaire." Give me a general knowledge practice quiz in the same for format as the show. Ask me one question at a time and only move onto the next question if I get the previous one correct.

I am going on the TV show "Who Wants to Be a Millionaire." Give me a practice quiz with all the questions being about GLP-1 medicines, in the same for format as the show. Ask me one question at a time and only move onto the next question if I get the previous one correct.

Page Summarization

The screenshot shows a web browser displaying an NPR article titled "< For a happier new year, rethink your resolutions." The article is dated December 26, 2024, at 1:36 PM ET. It features a 11-minute audio listen and a transcript. The transcript includes dialogue from Juana Summers, Renee Zellweger, David Schwimmer, and Lisa Kudrow. A Copilot chat window is open on the right, summarizing the article's content and providing key points.

Article Title: < For a happier new year, rethink your resolutions.

Date/Time: DECEMBER 26, 2024 · 1:36 PM ET

Audio Player: 11-Minute Listen

Transcript:

JUANA SUMMERS, HOST:

The end of the calendar year means chillier temperatures, festive treats, time with loved ones and for many, a renewed enthusiasm for self-improvement.

(SOUNDBITE OF FILM, "BRIDGET JONES'S DIARY")

RENEE ZELLWEGER: (As Bridget Jones) Resolution No.1 – obviously, will lose 20 pounds. No. 2 – always put last night's pants in the laundry basket. Equally important, will find nice, sensible boyfriend to go out with.

(SOUNDBITE OF TV SHOW, "FRIENDS")

DAVID SCHWIMMER: (As Ross Geller) I am going to do one thing I have never done before. That, my friends, is my New Year's resolution.

LISA KUDROW: (As Phoebe Buffay) Ooh. That's a good one.

Copilot Summary:

The NPR article discusses the common practice of making New Year's resolutions and offers insights on how to approach them more effectively. Here are the key points:

- Reflection on Resolutions:** The article highlights the cultural trend of setting New Year's resolutions and the mixed feelings people have about them.
- Challenges with Resolutions:** Faith Hill from The Atlantic explains that resolutions often don't align with the ongoing nature of personal goals, making them hard to maintain.
- Accountability Partners:** Marielle Segarra from NPR's Life Kit suggests using accountability partners to help stick to resolutions, as social support can be a strong motivator.
- Breaking Down Goals:** Segarra advises breaking larger goals into smaller, actionable steps to make them more manageable.
- Alternative Resolutions:** The article encourages setting fun and pleasurable resolutions, such as learning a new skill or indulging in self-care, rather than only focusing on serious or restrictive goals.

Would you like to explore any of these points further?

[Edit in Pages](#) [Copy](#)

AI-generated content may be incorrect

[View prompts](#)

Ask me anything...

Simplify Complex Information

[History of nuclear fusion - Wikipedia](#)

[illegible]

The image is a screenshot of the Microsoft Copilot chat application. At the top, the header bar is dark grey with the word "Chat" on the left and three icons (a square, a circular arrow, and a vertical ellipsis) on the right. Below the header, the Copilot logo (a colorful four-leaf clover) is on the left, followed by the text "Copilot summarize ..." in white. To the right of this text are two icons: a plus sign in a circle and three dots. The main chat area has a light grey background. The first message is a system-generated summary: "This page provides a comprehensive overview of the key milestones and advancements in nuclear fusion research over the past century." Below this message are three buttons: "Edit in Pages" (with a document icon), "Copy" (with a clipboard icon), and a share icon. Below the buttons are two thumbs-up and thumbs-down icons, followed by a dark grey box with the text "AI-generated content may be incorrect". The second message is a user prompt: "explain nuclear fusion to me as if I was an 8th grader". The third message is the Copilot's response, starting with "Sure! Let's break it down:". The response includes a section titled "What is Nuclear Fusion?" followed by a bullet point: "Nuclear fusion is a process where two light atomic nuclei combine to form a heavier nucleus. This process releases a huge amount of energy." Below this is a section titled "How Does It Work?" followed by a bullet point: "Imagine two small balls (atoms) that are pushed together so hard that they stick and become one bigger ball. This sticking together releases energy, kind of like a mini explosion." Then there is a section titled "Where Does It Happen?" followed by a bullet point: "Fusion happens naturally in stars, including our sun. The sun's energy comes from hydrogen atoms fusing to form helium." Next is a section titled "Why Is It Important?" followed by a bullet point: "Fusion could be a powerful source of energy for us on Earth. It's clean (no pollution), and the fuel (like hydrogen) is abundant." Finally, there is a section titled "Challenges:". At the bottom of the chat area, there is a dark grey bar with the text "View prompts" and a magnifying glass icon. Below this is a light grey input box with the placeholder text "Ask me anything...". To the right of the input box are two icons: a pencil and a right-pointing arrow.

explain nuclear fusion to me as if I was an 8th grader



Demo